

ANNUAL LEAVE COMPUTATION AND DISTRIBUTION

CALENDAR YEAR

ORGANIZATION

COMPUTATION:

1. 13 Day Accrual Rate	104 x	=	
2. 20 Day Accrual Rate	160 x	=	
3. 26 Day Accrual Rate	208 x	=	
4. Total employees and hours		=	
5. Scheduled shut down hours (N/A if none)		=	
SUBTOTAL		=	
6. Total employee hours to be accumulated/banked		=	
SUBTOTAL		=	
7. Total employee hours available & require planning		=	
8. Total hours (80% of line 7) require advanced planning		=	
9. Total hours (20% of line 7) for unplanned leave		=	

DISTRIBUTION:

- Enter shutdown hours scheduled in each quarter and total on line 10.
- Multiply the amount of leave of required planning (line 8) by the factor of each quarter and enter results in respective quarter of line 11 and sum their total.
- Multiply the amount of unplanned leave available (line 9) by the factor of each quarter and enter results in respective quarter line 12 and sum their total.
- Sum the quarter and annual amounts of lines 10, 11, 12, and enter results on line 13.
- Quarterly hours of line 13 represent planning requirements and are to be incorporated into workload planning and management of assigned organization.

	QUARTER	1st	2nd	3rd	4th	ANNUA TOTAL
	FACTOR	20%	24%	29%	27%	
10. Scheduled shutdown						
11. Required scheduled						
12. Unplanned						
13. TOTAL						

ACTUAL CALENDAR QUARTER SCHEDULED

	QUARTER	1st	2nd	3rd	4th	ANNUA
		.20	.24	.29	.27	
14. Scheduled and unplanned						